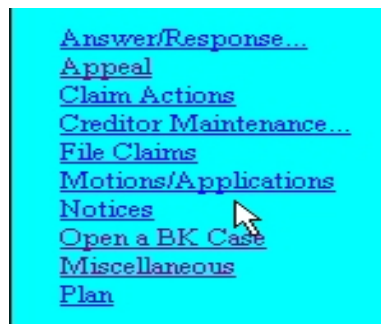
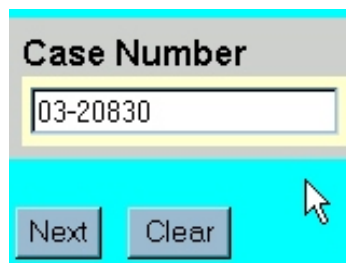


**Filing a Motion to Sell Free and Clear of Liens.**

**STEP 1** Select **Bankruptcy** from the *Main Menu*, and then click on **Motions / Applications** hypertext link.

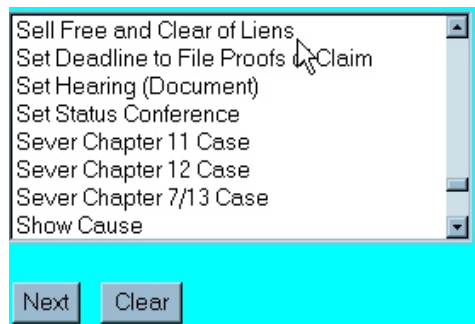


**STEP 2** The **Case Number** entry screen displays.



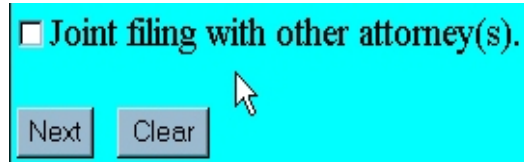
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

**STEP 3** The select the type of **motion/application** being filed screen displays.



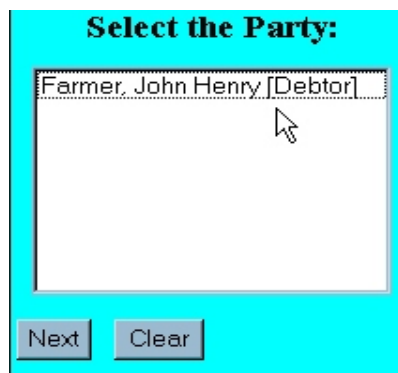
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Sell Free and Clear of Liens**).
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt displays.



- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

**STEP 5** The **Select the Party** screen displays.



- ◆ Click on the filing party's name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Motion.pdf

**Attachments to Document:** ☐ No ☒ Yes

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button and proceed to Step 17.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix)
  - ▶ Click on the radio button next to 'Yes.'
  - ▶ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Proposed Or...

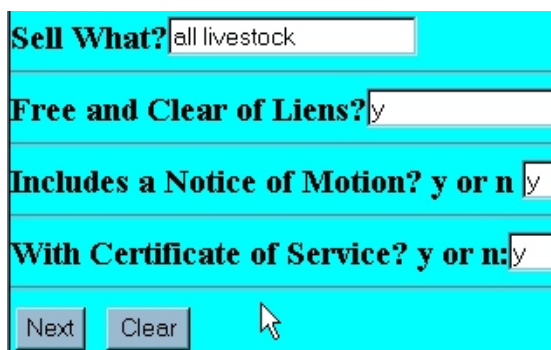
2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Sell Free and C...

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

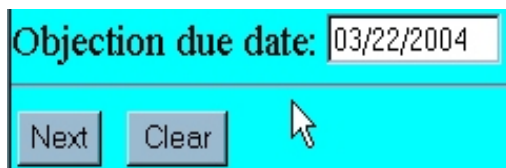
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 8** The **Sell What?, Notice of Motion and Certificate of Service** screen displays.



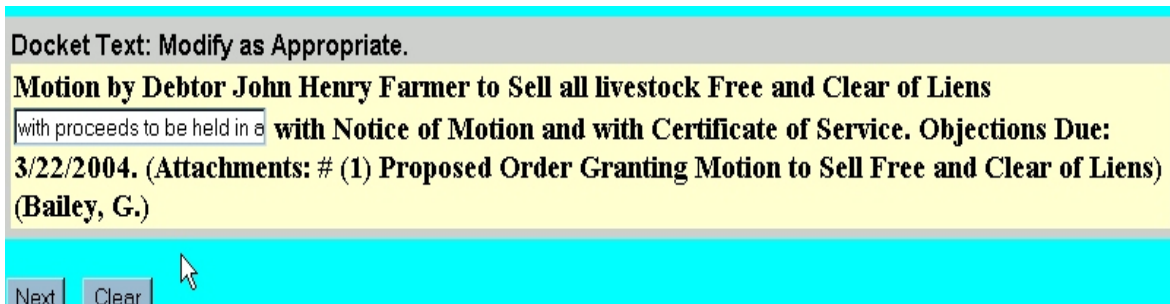
- ◆ Type in a short description of the property to be sold.
- ◆ **Free and Clear of Liens?** - type in a lowercase 'y' if applicable.
- ◆ Type in a lowercase 'y' if the motion contains a Notice of Motion.
- ◆ Type in a lowercase 'y' if the motion contains a Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 9** The **Objection Due Date** screen displays.



- ◆ The date defaults to a 20-day notice.
- ◆ Click on the **Next** button.

**STEP 10** The **Docket Text: Modify as Appropriate** screen displays.



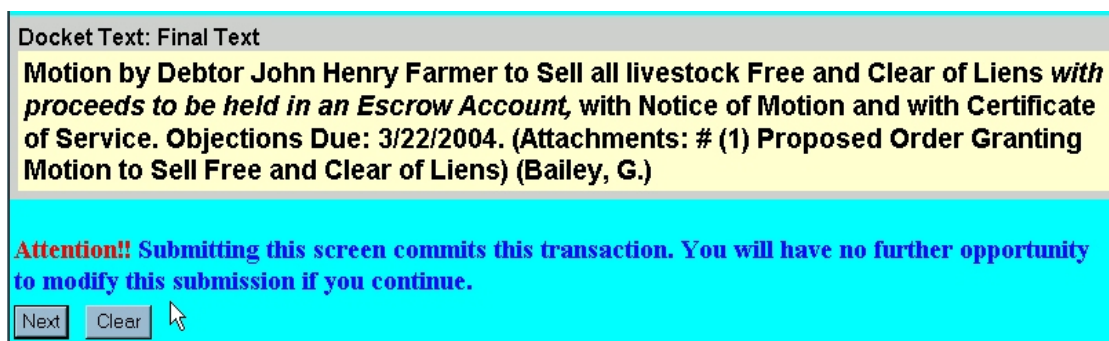
Docket Text: Modify as Appropriate.

Motion by Debtor John Henry Farmer to Sell all livestock Free and Clear of Liens with proceeds to be held in a with Notice of Motion and with Certificate of Service. Objections Due: 3/22/2004. (Attachments: # (1) Proposed Order Granting Motion to Sell Free and Clear of Liens) (Bailey, G.)

Next Clear

- ◆ Insert additional text if appropriate.
- ◆ Click on the **Next** button.

**STEP 11** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



Docket Text: Final Text

Motion by Debtor John Henry Farmer to Sell all livestock Free and Clear of Liens with proceeds to be held in an Escrow Account, with Notice of Motion and with Certificate of Service. Objections Due: 3/22/2004. (Attachments: # (1) Proposed Order Granting Motion to Sell Free and Clear of Liens) (Bailey, G.)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/2/2004 at 3:28 PM EST and filed on 3/2/2004

**Case Name:** John Henry Farmer

**Case Number:** [2:03-bk-20830](#)

**Document Number:** [3](#)

**Docket Text:**  
Motion by Debtor John Henry Farmer to Sell all livestock Free and Clear of Liens *with proceeds to be held in an Escrow Account*, with Notice of Motion and with Certificate of Service. Objections Due: 3/22/2004. (Attachments: # (1) Proposed Order Granting Motion to Sell Free and Clear of Liens) (Bailey, G.)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\Bankruptcy - Motion.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/2/2004] [FileNumber=12058-0] [bfdad1d8981e4d0968bbf0f66444a895d781eb5e3525e85a19863958b2415e5744920a8cfce14eca009e9ab4c43214a8ff1eda01c05435ff53285d44ed8a83c6]]

**Document description:**Proposed Order Granting Motion to Sell Free and Clear of Liens  
**Original filename:**O:\PDFfiles\Bankruptcy - Proposed Order.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/2/2004] [FileNumber=12058-1] [152788e6a7f3a931ef05332f3cd4b6eaf793ca7568855e00cb61282f3b776f0f97f2cc2428b24161446f082062ca4f0d3c4cf1a840ac89adff331fa57ba18663]]